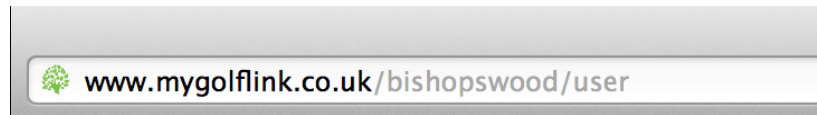# MyGolfLink
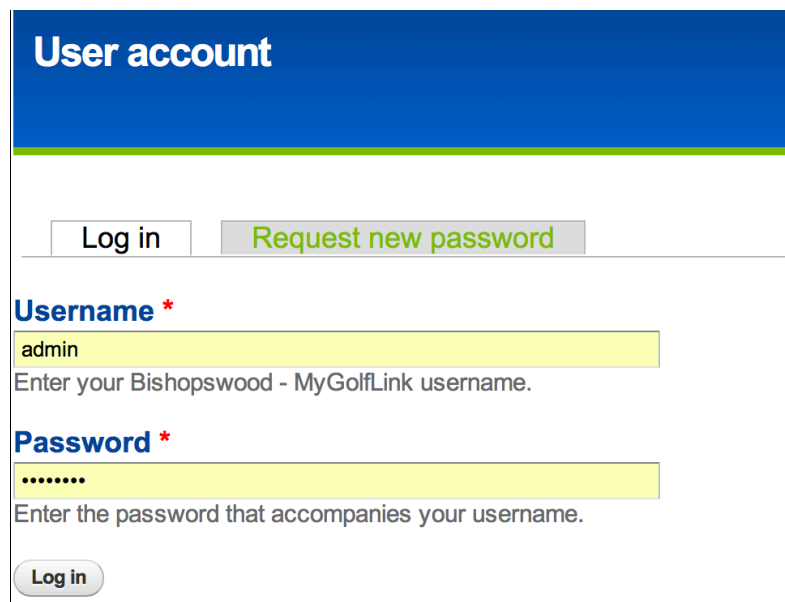*User Manual*

LOGGING INTO THE ADMINISTARTION AREA

Using a web browser, type in the address of your WebApp followed by/user e.g.

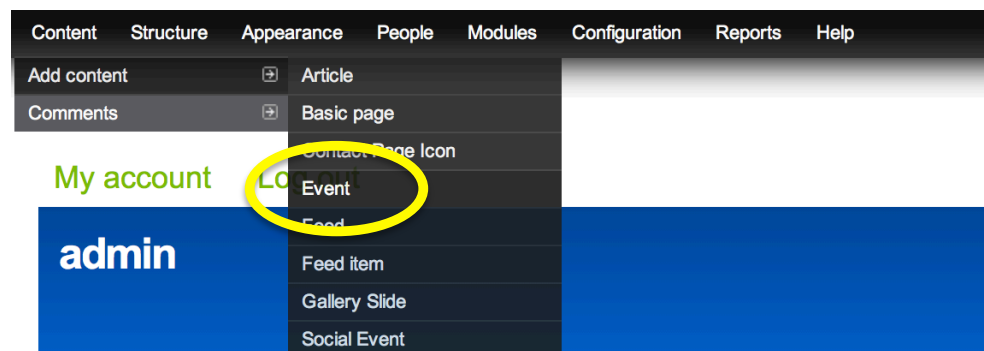www.mygolflink.co.uk/bishopswood/user

On the screen you see, enter your username and password then select 'log in'

User account

| Log in | Request new password |

Username *

admin

Enter your Bishopswood - MyGolfLink username.

Password *

••••••••

Enter the password that accompanies your username.

Log in

FIXTURES

ADDING A NEW FIXTURE

From the menu at the top of the screen go to 'content'>'add content'>'event'

Content Structure Appearance People Modules Configuration Reports Help

Add content
Comments

Article
Basic page
Contact Page Icon
Event
Feed
Feed item
Gallery Slide
Social Event

My account

admin

You will now see a blank event page enabling you to enter:

1. Event/Fixtures name e.g. June Medal
2. The Date
3. Event Type/Category e.g ladies
4. Some body text or description e.g. Full handicaps, £2 entrance fee payable in the pro shop etc.
5. Your twitter account details if you wish to have a social media connection

Once completed you can then select 'save' at the bottom of the page

EDITING AND DELETING AN EXISTING FIXTURE

The simplest way to edit and existing fixture or event is to browse to the fixture once logged in as an admin user and then select 'edit'

Events *

Seniors Stableford - Age Concern

EVENT DATE

Date

2013-06-05

E.g., 2013–07–01

Event Type

☐ Mens

☐ Ladies

☑ Seniors

Now update the elements of the fixture you require and 'save'. If you would like to delete the fixture, select 'delete' from the options at the bottom of the screen.

By Anonymous on 2013-03-16 10:18:35 +0100

Publishing options
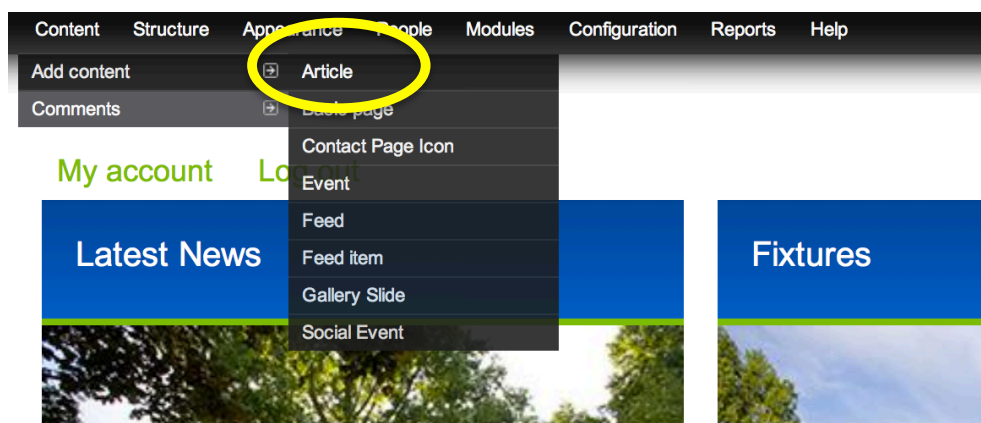Published, Promoted to front page

Save   Preview   Delete

LATEST NEWS

ADDING A NEW ITEM OF LATEST NEWS

From the menu at the top of the screen go to 'content'>'add content'>'article'

Content   Structure   Appearance   People   Modules   Configuration   Reports   Help

Add content   Article
Comments   Basic page

My account   Logout

Contact Page Icon
Event

Latest News   Feed
                   Feed item
                   Gallery Slide
                   Social Event

Fixtures

You will now see a blank event page enabling you to enter:

1. Article name e.g. New locker Rooms now complete.
2. The Date
3. Some body text or description e.g. After many weeks of the much anticipated locker rooms are now completed are ready for use!
4. An image by selecting the 'choose image' button and selecting it from your computer.
5. Your twitter account details if you wish to have a social media connection

Once completed you can then select 'save' at the bottom of the page

EDITING AND DELETING AN EXISTING ARTICLE

If your latest news articles are 'fed' from your club website automatically you must update your articles through your club website administration area. Any updates made will be automatically updated on your 'WebApp'

The system will automatically delete news articles the day after the event has occurred so no need for you to delete them. The articles will also be displayed in date order based on the date that you input.

From the menu at the top of the screen select 'content'

You will now be presented with a screen summarising all items of content entered onto your WebApp

From this screen select from the 'type' drop down list 'Article', then 'Filter'
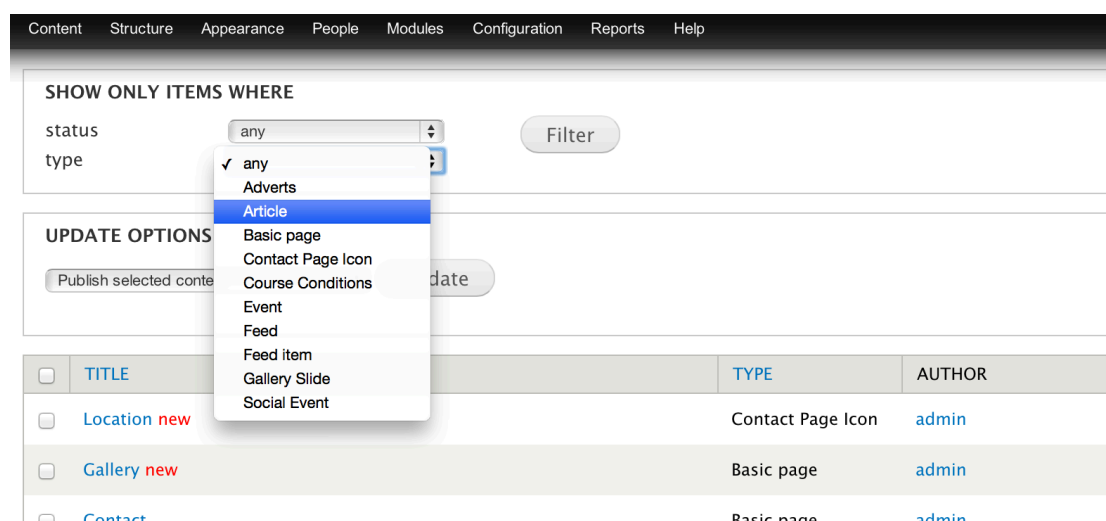
From the filtered list of Articles select the article you would like to edit.

	TITLE	TYPE	AUTHOR	STATUS
☐	Press coverage from ITCM	Article	admin	published
☐	Spring Awakening Spa	Article	admin	published
☐	Fizzy Fridays	Article	admin	published

The selected 'Article' will now be displayed.

Select 'Edit' at the bottom of the page and make the updates you require. Once complete select 'Save'

SOCIAL EVENTS

ADDING A NEW SOCIAL EVENT

From the menu at the top of the screen go to 'content'>'add content'>'social event'

You will now see a blank event page enabling you to enter:
1. Article name e.g. Ladies Fashion Evening.
2. The Date
3. Some body text or description e.g. Our resident pro is staging a fashion evening to all lady members for a chance to preview this seasons latest fashion trends.
4. Your twitter account details if you wish to have a social media connection

Once completed you can then select 'save' at the bottom of the page

EDITING AND DELETING AN SOCIAL EVENT

The simplest way to edit and existing social event is to browse to the fixture once logged in as an admin user and then select 'edit'

Now update the elements of the social event you require and 'save'. If you would like to delete the social, select 'delete' from the options at the bottom of the screen.
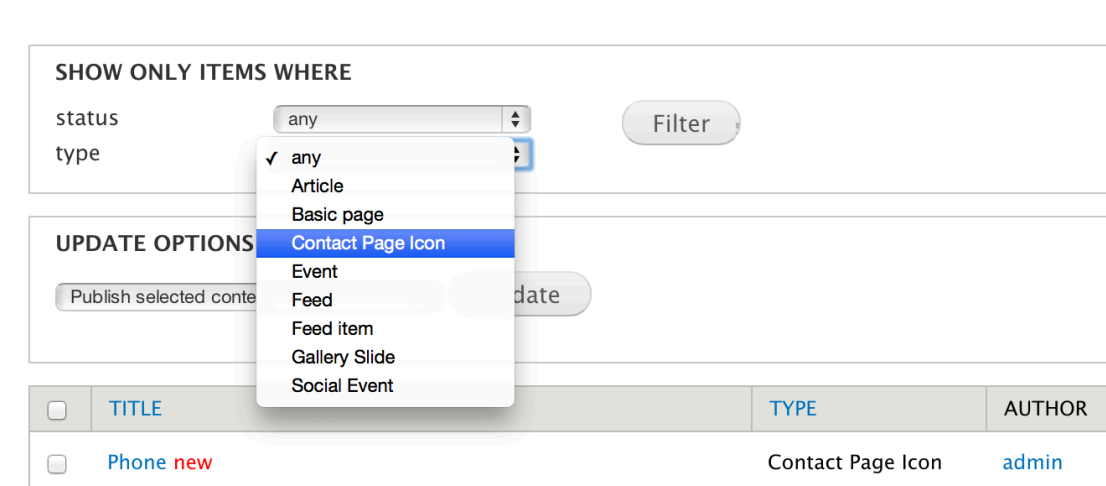
CONTACT PAGE

EDITING THE ELEMENTS OF THE CONTACT PAGE

From the menu at the top of the screen select 'content'

You will now be presented with a screen summarising all items of content entered onto your WebApp

From this screen select from the 'type' drop down list 'Contact Page', then 'Filter'

From the filtered list of Contact elements select 'edit' next to the element you would like to change E.g. 'Phone'

Scroll down the page to where you see link, from here the phone number (or email, Facebook, twitter address) can be edited.

Once completed you can then select 'save' at the bottom of the page.